



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD  
MINUTES**

**April 20, 2023 7:00 P.M.**

- 1. CALL MEETING TO ORDER** at 7:01 p.m. by Chair, Suzanne Meenahan
- 2. ROLL CALL**

Board Members: Suzanne Meenahan, Chair; Sharee Adkins, Vice Chair & Liaison to Library Foundation; Kerrie De Ieso; Amanda Houston; Tim O'Leary  
Library Director: Korie Buerkle  
Staff Note Taker: Audrey Smith
- 3. NEW BUSINESS**
  - a. Library Board Interviews with potential Student Commissioners 7:00-7:45pm.**

Board members used a Likert scale rubric in their interview questions of three student candidates. Library Director and Staff Note Taker tallied the interview scores and after a period of deliberation:

Vice Chair Adkins moved to recommend Katie Wharff to be appointed to the Library Advisory Board Student Commissioner position. Board Member De Ieso second the motion. All board members voted in favor.
- 4. CONSENT CALENDAR**

Board Member Houston moved to accept the Consent Calendar. Vice Chair Adkins second the motion.

  - a. Minutes for the March 16, 2023 meeting was accepted.
  - b. Library Use Report for March 2023 was accepted.
- 5. PUBLIC COMMENTS**

None were lodged.
- 6. BOARD COMMENTS**
  - a. Current Library Narratives.**

Library Director recounted other patron stories that happened during this week.
- 7. REPORTS**
  - a. Library Foundation Report: Vice Chair Adkins.**

Vice Chair Adkins stated that the Library Foundation last met in February 2023 and that three people were being considered for membership. She also stated that the Foundation is looking for people to join its board, as well as to fill board positions.
  - b. Library Director's Report: Library Director.**

Library Director reported the following:

    - i. **Indoor Security Camera Installation:** The library was notified that it will receive a grant from the Austin Family Foundation for this installation. The library is already approved for another grant from CIS Insurance. City of Newberg's IT Department director also agreed to cover the rest of the costs. Cache Valley Electric Company was able to begin the project right away. This installation not only increased the indoor visual areas, but it also covers the area just outside the north doors of the library building.
    - ii. **New Fence on Northeast Side of Library Building:** The installation of this fence is complete.
    - iii. **New Postings for Library Position & Summer Teen Intern:** A Library Assistant II position was posted on the City's website. The library received a State of Oregon grant to fund a summer teen internship. It is open to teens who are 16 years old to a senior in high school. Applications for both positions close on May 5<sup>th</sup>.

- iv. Community Webs Grant from Internet Archive: The library received a grant to be used for a community archiving project. It will give the library access to a repository for archiving recorded and written narratives from people in the Newberg community. In anticipation of this project, the Library Director recently joined the Chehalem Historical Society and is working on reorganizing the local history collection at the library.
- v. Going Fine Free in July 2023: In anticipation of becoming a fine free library, circulation staff will start waiving overdue fines in the month of May. Bills for lost and damaged items will continue to be assessed.
- vi. City Budget Committee Meetings Start Next Week: The proposed budget for next fiscal year will be close to this fiscal year for the library. There are small increases for some line items due to increases in the cost of books and the annual Chemeketa Cooperative Regional Library Service (CCRLS) contract.
- vii. Incident Reports for March 2023: There were three trespasses given, two for one year and one for two months. Two people were excluded for one month. In all incidences, the person was in violation of the Library Courtesy Policy. Library Director also expressed that the last couple of weeks have been a little calmer.

## **8. UNFINISHED BUSINESS**

### **a. Library Exclusion/Trespass Reconsideration Form: All.**

Library Director presented to board members the revised Exclusion/Trespass Reconsideration form with the suggestions that were made at the last board meeting.

### **b. Library Matrix of Consequences: All.**

Library Director presented the library's Matrix of Consequences document and explained that it was a guide for staff to use as they consider the next action to take after a library courtesy policy is violated by a patron. Vice Chair Adkins asked if the library has the pieces in place to help with the incidences that have been occurring. Library Director stated that, for the time being, she feels she has the tools needed to address current incidences.

## **9. NEXT MEETING/STEPS**

### **Library Advisory Board:**

- a. May 18, 2023, 7:00 p.m.
- b. June 15, 2023, 7:00 p.m.
- c. No meeting in July.

## **10. ADJOURNMENT**

The Library Board adjourned at 8:56 p.m.

Submitted by Audrey Smith for Korie Buerkle.